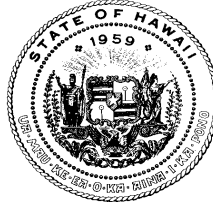


STATE OF HAWAII
DEPARTMENT OF HEALTH
CHILD AND ADOLESCENT MENTAL HEALTH DIVISION

Addendum 1
July 12, 2005
Relating to the Request for Proposal (RFP)
HTH 460-05-01 For the Multidimensional
Treatment Foster Home (MTFC) Program
Issued June 19, 2005



July 12, 2005

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
For Multidimensional Treatment Foster Care
RFP No. 460-05-01**

The Department of Health, Child and Adolescent Mental Health Division is issuing this addendum to RFP Number 460-05-01, Multidimensional Treatment Foster Care for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of June 27, 2005 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☒ Amending the RFP.

The proposal submittal deadline:

- ☐ is amended to ____.
- ☒ is not amended.

Enclosed is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☒ Amendments to the RFP.

Should you have any questions, contact:
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Questions and Answers

Introduction

The following relates to questions and answers from bidders interested in providing Multidimensional Treatment Foster Care service on Oahu and Hawaii.

Question	Answer
1. Are the statements and questions in Section 2 of the RFP meant to be answered separately or as part of an overall answer to the more specific questions and requirements clearly outlined in Section 4 (proposal evaluation)?	1. Section 3 of the RFP, "Proposal Application Instructions," should be used as a guide in writing a proposal application.
2. Is the assumption that all the topics outlined in Section 2 are subsumed in the proposal evaluation criteria outlined in Section 4? In Section 2 meant as a roadmap for the proposal evaluation as outlined in Section 4?	2. Section 2, 3, and 4 of the RFP are interconnected and should be read thoroughly. Also refer to the answer to question 1 above.
3. Can the applying agency subcontract with another agency in order to assemble a full range of qualifications and resources to meet the requirements of the RFP?	3. In the General Conditions 3.2 (see Attachment F), "PROVIDER may assign or subcontract any of the PROVIDER's duties, obligations, or interests under this Agreement, <u>but only if</u> (i) the PROVIDER obtains the prior written consent of the STATE."
4. Would you accept any other kind of partnership arrangement? For example, if one agency has accreditation and the other has credentials for foster care licensing, would it be acceptable for the two to team up to respond to the RFP? Or for one to subcontract with the other for appropriate parts of the work	4. The contracted agency or agencies may subcontract to meet the required services. However, 1) the contractor must be accredited by a national accreditation organization; 2) the contractor (not just subcontractors) must have a "Certificate of Approval" from the Hawaii Dept. of Human Services as a "Child Placing Organization," and 3) all foster parents participating in the MTFC program must obtain a "Certification of Foster Family" from the Hawaii Dept. of Human Services.

Question	Answer
<p>5. Can the deadline be extended? There are less than 3 full work weeks from the RFP meeting. Normally departments allow up to 3 months for RFPs of this extent and complexity.</p>	<p>5. No. This RFP for MTFC services exceeds the minimum 21 days procurement requirement in the Hawaii Administrative Rules and it provides other prospective applicants reasonable opportunity to respond.</p>
<p>6. Does the requirement that youth be supervised 5 hours per day apply to a five-day work week, or a seven-day week? (page 2-15, MTFC Program Standard #C)</p>	<p>6. The MTFC model requires that one or more foster parents supervise each MTFC youth in their care a minimum of 5 hours per day, 7 days per week for as long as that youth is in the MTFC program.</p>
<p>7. On the MTFC Cost Calculator, do <i>“implementation services”</i> refer to technical assistance and oversight from the MTFC consultant organization? Why is there a difference in price for the first team (\$42K) and additional teams (\$35,920)?</p>	<p>7. If an agency contracts with CAMHD for more than one MTFC team, there is a cost savings on additional teams beyond the first one.</p>
<p>8. What is meant (p. 2-5) by and expected regarding <i>“Develop and support a provider network, which allows for professionals to obtain specialized knowledge and competence in empirically-based practices.”</i> This sounds very broad, almost like maintaining a training and TA function, or serving as a resource. But for who and for what best practice? Do you mean just for the providers serving the client youth, and just the practices in the model? This seems like a function which would need funding in itself. Does this need to be in the RFP? If so, please better clarify and define.</p>	<p>8. This statement refers to the need for an agency contracted to provide MTFC services to participate with CAMHD in informational and training opportunities for other stakeholders in our system of care to learn about and better support the use of MTFC in Hawaii.</p> <p>An applicant’s budget should include travel costs to participate in these activities.</p>
<p>9. Also on p. 2-5, it seems again a stretch to ask a provider to ‘ensure’ <i>“integrated service delivery”</i> from multiple agencies (especially State agencies). Perhaps this could be re-worded to something more feasible, such as coordinating and serving as liaison to facilitate as seamless services as possible.</p>	<p>9. The addendum to this RFP will replace “. . . receive integrated service delivery” with “. . . receive services that are as coordinated and seamless as possible.”</p>

Question	Answer
10. In Section 2, Management Requirements, and Personnel (p. 2-20) mentioned that " <i>Licensed Social Workers, MFTs, or APRNs are preferred,</i> " could licensed Ph.D. or Psy.D. also be preferred?	10. All providers meeting the qualified mental health professionals (QMHP) credential are preferred.
11. The last paragraph on page 2-2 mentioned " <i>Youth who participate in this program also receive behavior management and skill-focused therapy and a community liaison,</i> " the question is who is the community liaison?	11. The community liaison is the MTFC Program Supervisor.
12. On page 2-4, who is going to train Department of Human Service, Child Protective Services, Office of Youth Services, Family Court, and the Hawaii Youth Correction Facility?	12. This actually refers to a statement on page 2-5. On that page, the addendum to this RFP will replace ". . . receive integrated service delivery" with ". . . receive services that are as coordinated and seamless as possible." Providing formal training was not the intent of that statement.
13. In the exclusion criteria on page 2-7, youth with the following condition are excluded " <i>for whom a long-term primary caregiver cannot be identified.</i> " How is the CAMHD envisioning ward of the State, and who must accept the adult/parental figure?	13. Youth who are wards of the State will not be eligible for the MTFC Program. The decision about whether a youth has a long-term primary care giver will be determined by the MTFC Team with CAMHD approval.
14. To maintain sufficient staff coverage, who could be cross-trained, and who would be providing training and paying for it?	14. The Oregon based MTFC consultants who will be providing initial training on MTFC for the Hawaii teams, has a certification program, which allows contracting agencies to train staff. The CAMHD encourages contractors to obtain certification as soon as possible. Contractors will be responsible for training and related expenses once they are certified.
15. What is the qualification for the full-time Foster Family Recruiter/Trainer/PDR Caller?	15. For this position, a person who is familiar with the foster parent experience, has excellent interpersonal skills, and has some aptitude for clerical work is strongly recommended. As the Hawaii MTFC Program matures, an experienced MTFC foster parent is preferred for this position.

Question	Answer
16. What is the cost of <i>MTFC treatment adherence measures</i> ? <i>On top of page 2-23.</i>	16. There is no cost to the contractor for MTFC treatment adherence measures for the first two years of operation.
17. Who covers transportation costs for families, and how will they be reimbursed?	17. Other than travel costs of therapeutic visits for the purpose of reintegration and family treatment, the contractor will cover those costs.
18. On page 2-15 and paragraph 4e, does the weekly team meeting include the skill trainer?	18. The only MTFC Team members who attend weekly foster parent meetings are the Program Supervisor and PDR Caller. It is desirable for the skills trainers to attend the weekly MTFC Team meetings where feasible. If skills trainers do not attend the weekly MTFC Team meetings, the MTFC Program Supervisor must meet with the skills trainers on a weekly basis to provide supervision and instruction on their roles.
19. Under the MTFC Referral Process and item C on page 2-14, the RFP describes that the Contractor must engage the youth's family within 48 hours, and under MTFC Service Standards on page 2-15 describes making "face-to-face contact within 72 hours", what standards apply?	19. From the time a Mental Health Care Coordinator makes an approved referral of a youth to an MTFC Team, the following must occur: 1) MTFC Therapist must attempt face-to-face contact with the youth's family within 24 hours of the referral. 2) If the MTFC Therapist is unable to make face-to-face contact with the youth's family within 72 hours, the referring Care Coordinator shall be notified immediately. 3) After the MTFC Therapist contacts the youth's family, if the family is reluctant to participate in MTFC services, the MTFC Clinical Supervisor must notify the referring Care Coordinator in writing, within 48 hours of the last attempt to engage the family, that the family does not want to participate.

Question	Answer
<p>20. Page 2-20 states that “paraprofessionals must have a minimum of 5 years of appropriate supervised experience.” Why is this different from the Interagency Performance Standards and Practice Guidelines for paraprofessionals?</p>	<p>20. Paraprofessionals must meet the minimum requirements of the IPSPG as the same may be amended from time to time. The minimum credentialing requirements for paraprofessionals are as follow.</p> <p>The paraprofessional “must be personnel with a Bachelor’s degree from a nationally accredited university in either Psychology, Social Work, Nursing, Counseling, Education, or Special Education, must possess at least (one) 1 year of full-time, and clinically supervised progressive work experience in the care or treatment of children or adolescents in a mental health or educational setting</p> <p style="text-align: center;">OR</p> <p>Must be personnel with a degree less than a Bachelor’s level from a nationally accredited university in either Psychology, Social Work, Nursing, Counseling, Education, and Special Education, shall possess at least two (2) years of full-time, clinically supervised work experience in the care or treatment of children or adolescents in a mental health or educational setting</p> <p style="text-align: center;">OR</p> <p>Must be personnel with a high school diploma, with at least three (3) years supervised experience in direct care of children in formal, organized children’s therapeutic programs.</p>
<p>21. Should the interested bidder include the cost of monitoring and securing the foster home?</p>	<p>21. Costs directly related to licensure and safety should be included.</p>
<p>22. Related to the performance standards and practice guidelines, does the weekly MTFC meeting include the foster parents?</p>	<p>22. In the MTFC program there are two weekly meetings:</p> <p>1) MTFC Team meeting includes all members of the MTFC Team unless it is not feasible for skills trainers to attend. If skills trainers do not attend the weekly MTFC Team meetings, the MTFC Program Supervisor must meet with the skills trainers on a weekly basis to provide supervision and instruction on their roles.</p> <p>2) MTFC Foster Parent meeting includes one or more foster parents from each MTFC foster home, the MTFC Program Supervisor, and the MTFC PDR Caller.</p>

Amendments

Introduction

RFP No. 460-05-01, Multidimensional Treatment Foster Care is amended as follows.

Section	Subsection	Page	Amended Language
2	IB	2-5	The paragraph stating "Develop and support a provider network, which allows for professionals to obtain specialized knowledge and competence in empirically-based practices" is hereby deleted and replaced with the following "Participate with CAMHD in informational and training opportunities for other stakeholders in our system of care to learn about and better support the use of MTFC in Hawaii."
2	IB	2-5	The phrase "... receive integrated service delivery" is hereby deleted and replaced with "... receive services that are as coordinated and seamless as possible."
2	IIIB1	2-20	The phrase "Licensed Social Workers, MFTs, or APRNs are preferred" is hereby deleted and replaced with "All providers meeting the qualified mental health professionals (QMHP) credentials are preferred."
2	I	2-2	The term "community liaison" is deleted and replaced with "MTFC Program Supervisor."
2	IIIA1	2-11	Following paragraph stating, "Training will be provided by Oregon-based MTFC consultants." the following is inserted, "The Oregon based MTFC consultants who will be providing initial training on MTFC for the Hawaii teams, has a certification program, which allows contracting agencies to train staff. The CAMHD encourages contractors to obtain certification as soon as possible. Contractors will be responsible for training and related expenses once they are certified."
2	IIIB1	2-19 thru 2-20	<p>The phrase "with the exception that paraprofessionals must have a minimum of 5 years of appropriate supervised experience" is hereby deleted.</p> <p>Paraprofessionals must meet the minimum requirements of the Interagency Performance Standards and Practice Guidelines (IPSPG) as the same may be amended from time to time. Currently, the credentialing requirements for paraprofessionals are as follow.</p> <p>The paraprofessional "must be personnel with a Bachelor's degree from a nationally accredited university</p>

Section	Subsection	Page	Amended Language
			<p>in either Psychology, Social Work, Nursing, Counseling, Education, or Special Education, must possess at least (one) 1 year of full-time, and clinically supervised progressive work experience in the care or treatment of children or adolescents in a mental health or educational setting</p> <p style="text-align: center;">OR</p> <p>Must be personnel with a degree less than a Bachelor's level from a nationally accredited university in either Psychology, Social Work, Nursing, Counseling, Education, and Special Education, shall possess at least two (2) years of full-time, clinically supervised work experience in the care or treatment of children or adolescents in a mental health or educational setting</p> <p style="text-align: center;">OR</p> <p>Must be personnel with a high school diploma, with at least three (3) years supervised experience in direct care of children in formal, organized children's therapeutic programs.</p>
5	Attachment C. Performance Standards and Practice Guidelines	No page number	Under Staffing Requirements and item #5, the following statement is inserted, "The MTFC Foster Parent meeting must include one or more foster parents for each MTFC foster home, the MTFC Program Supervisor, and the MTFC PDR Caller.
5	Attachment C. Performance Standards and Practice Guidelines	No page number	Under Staffing Requirements add item #11, "MTFC Team meeting includes all members of the MTFC Team unless it is not feasible for skills trainers to attend. If skills trainers do not attend the weekly MTFC Team meetings, the MTFC Program Supervisor must meet with the skills trainers on a weekly basis to provide supervision and instruction on their roles."